

Meeting Date:

August 29, 1997

Members Present:

Joan Romeril (Recorder)
Cliff Bye (Treasurer, proxy)
Ande Gregg (Controller, proxy)
David Shonle (County Clerk, proxy)
Charlene Parks (IPS, proxy)

Others Present:

Linda Wheeler (Capital Improvement Board)
Cassandra Scott (Center Township Trustee)
Steve Bradley (Washington Township Fire Dept.)
Diane Cope (Washington Township Trustee)
Lynn Faulk (Pike Township Trustee)
Sally Graybeal (MSD Decatur Township)
Debra Manning (MDS Decatur Township)
Paul Whitehead (IPD Citizen Service)
Jan Richhart (Voter Registration)

The meeting was called to order by Chairman Joan Romeril.

Approval of Minutes: A motion was made by Charlene Parks to approve the minutes of the August 29, 1997 meeting. Motion was seconded by Cliff Bye and unanimously approved.

Marion County Coroner's Office: A request was made to microfilm and destroy the following records: Field Reports, Toxicology Reports, Autopsies and Verdicts (1986 thru 1993). An order was made by Ande Gregg to table this request until the next meeting. Order was seconded by Clifton Bye and unanimously approved.

Pike Township Small Claims Court: A request was made to destroy the following records: Receipt Books (1-1-90 thru 5-30-92); Cash Books (1-1-90 thru 12-31-93); Deposit Slips (1-1-90 thru 12-31-93). An order was made by David Shonle to approve this request with the following amendment: remove "Checks and Computer Receipts", Cash Books' Receipt Books, and Deposit Slips dated 1-1-90 thru 12-31-91. Order was seconded by Charlene Parks and unanimously approved.

Pike Township Trustee: A request was made to destroy the following records: Poor Relief Applications (1993 thru 1994); Poor Relief Claims Records (1993 thru 1994); Township Correspondence (1993 thru 1994); Fire Department (1993 thru 1994); Township Payroll Records & Receipts ((1986); Fire Department Payroll (1986); Township Paid Bills & Receipts (1993 thru 1994); Fire Department Paid Bills & Receipts (1993 thru 1994); Old Insurance Company Records & Estimate (1993 thru 1994); Old Dog Tags & Receipts Books (1993 thru 1994); Poor Relief Voucher Books (1993 thru 1994); Bank Deposit Slips & Statements (1986); Cancelled Checks & Check Books (1986). An order was made by Ande Gregg to approve this request with the following amendment: remove "Cancelled Checks and Check Books" from the request. Order was seconded by David Shonle and unanimously approved.

Capitol Improvement Board of Managers: A request was made to destroy the following records: Unsold Tickets & Discount Coupons (1-1-93 thru 12-31-93). An order was made by

Clifton Bye to approve this request. Order was seconded by Ande Gregg and unanimously approved.

Center Township Trustee Office: A request was made to destroy the following records: Old Case Files (1930 thru 1987). An order was made by David Shonle to approve this request with the following amendment: "Old Case Files" amended to 1930 thru 12-86. Order was seconded by Ande Gregg and unanimously approved.

Washington Township Fire Department: A request was made to destroy the following records: Payroll Register Printout (1985); Bank statements (1985 thru 1986); Paid Purchase Order Requests (1987 thru 1989); Dog Tag Information/Dog Book (Prior to 1993); 1st, 2nd, 3rd, 4th Quarterly Payroll Reports (1986); Civilian Time Cards (Prior to 1986); Purchase Order Requests (1991 thru 1993). An order was made by Ande Gregg to approve this request with the following amendment: remove "Payroll Register Print-outs, Bank statements, Quarterly Payroll Reports". Order was seconded by Clifton Bye and unanimously approved.

Washington Township Fire Department: A request was made to microfilm and destroy the following records: Ambulance Run Reports (1993 thru 1994); Health & Dental Forms (1992 thru 1993); Reserve Training Records (1986 thru 1993); Training Logs & Class Material (1990); Training Archive (1990); Haz/Mat & Recruit Records (1986); Educational Files-B-Shift (1989 thru 1991); Education Files-A-Shift (1990 thru 1991); Training Files (1993); Training Files (1992); Vehicle Accident Reports (1992); Run Request & Releases (1992 thru 1993); Bulletins (1992 thru 1993); Commander's Daily Shift Reports (1992 thru 1993); Incident Reports (1992 thru 1993); Haz/Mat Incident Reports (1992 thru 1993); Daily Log Books-21 (1987 thru 1990); Box of Interviews (Prior to 1994); 2 Small Boxes of Dog Tags/Unused (Prior to 1994); 1 Bag of 5000 Dog Tags/1 Bag Dog Tags/Unused (Prior to 1994). An order was made by Ande Gregg to approve this request. Order was seconded by Clifton Bye and unanimously approved.

Washington Township Trustee's Emergency Assistance Office: A request was made to destroy the following records: Closed Case Files, Voucher Copies, Paid Claim Reports, Register Sheets, Budget Sheets, Department of Public Welfare Printouts, Attendance Records, and Phone Logs (Thru 1994); Voucher Books (1988 thru 1990). An order was made by Ande Gregg to approve this request with the following amendment: remove "Payroll Records and Voucher Books". Order was seconded by Clifton Bye and unanimously approved.

Metropolitan School District of Decatur Township: A PRI form was submitted to destroy certain records but due to the retention schedule the School District of Decatur Township has no action was taken.

Indianapolis Police Department-Citizen's Service Branch: A request was presented to destroy the following records: Case record reports and supplements (1955 thru 1976). An order was made by Clifton Bye to approve this request. Order was seconded by David Shonle and unanimously approved.

Cable Communications Agency: A request was presented to destroy the following records: Application process for cable TV franchise in 1980 (1980); Maxtel application and documentation for cable franchise (4-1994 thru 10-1994); Omega files , no longer in business (1982 thru 1988). An order was made by David Shonle to approve this request. Order was seconded by Ande Gregg and unanimously approved.

Marion County Board of Voter Registration: A PR1 form was submitted to microfilm and destroy certain records but due to the retention schedule Voter's Registration has set up no action was taken.

Marion County Recorder: A request was presented to destroy previously microfilmed originals: Certificate of Firm or Partnership Engaged in Business Under Name other Than Their Own (1964 thru 1983); DBA Dissolutions (1964 thru 1983); Welfare Liens (1970 thru 1989); Secretary State Revocations & Reinstatements (1968 thru 1970). An order was made by Ande Gregg to approve this request. Order was seconded by Charlene Parks and approved with one member abstaining, Joan Romeril.

A General Retention for Miscellaneous Records which was approved by the Indiana Commission on Public Records was presented to the board. After discussion, it was generally agreed that more time is needed to review the document. An motion to table the retention schedule was made by Ande Gregg to approve this request. Order was seconded by Charlene Parks and unanimously approved.

There being no further business, the meeting was adjourned.

Joan Romeril, Chairman
Sarah M. Taylor, Secretary